

Brought to you by: East Houston Civic Club & Lone Star Legal Aid
In partnership with: Glenwood Forest Community Civic Club

Deed Restrictions Workshop

Tuesday, May 4, 2021



Today's Agenda

TIME	SESSION NAME	SPEAKER
6:05-6:20	Introductions	PJ Jones
6:20-6:25	Workshop Goals	PJ Jones
6:25-6:35	Asset Mapping: What's in your community?	PJ Jones
6:35-6:45	Talking to Neighbors: Building Consensus	PJ Jones
6:45-6:55	Q&A	Kimberly Lee
6:55-7:00	Break	
7:00-7:15	Why Deed Restrictions are important?	Hilary Tyson
7:15-7:30	What Deed Restrictions can do What Deed Restrictions can't do	Amy Dinn
7:30-7:45	How to locate your subdivision	Samantha Salas Kimberly Lee
7:45-7:55	Q&A	Caroline Crow
7:55-8:00	Closing Survey	Shannon Jenkins
8:00	Closing Remarks	PJ Jones

Introductions

Session 1: Tuesday, May 4, 2021

Speakers & Moderators

Amy Dinn

Caroline Crow

Hilary Tyson

Kimberly Lee

PJ Jones

Samantha Salas

Shannon Jenkins

AMY DINN

Lone Star Legal Aid
Environmental Justice Team
Managing Attorney



LONE STAR
LEGAL AID



CAROLINE CROW

Lone Star Legal Aid

Environmental Justice Team

Staff Attorney



**LONE STAR
LEGAL AID**

HILARY TYSON

BoyarMiller Attorneys at Law

Shareholder

Real Estate & Transactional Attorney





KIMBERLY LEE

**East Houston Civic Club
Board Member**



PJ JONES

**Glenwood Forest
Community Civic Club
President**





SAMANTHA SALAS

**Lone Star Legal Aid
Paralegal**



**LONE STAR
LEGAL AID**

SHANNON JENKINS

Glenwood Forest

Community Civic Club

Marketing & Media Relations



Workshop Goals

1. To educate communities about deed restrictions.

2. To empower communities with knowledge about deed restrictions.

“Knowledge is power”

3. To inspire and motivate communities to protect their neighborhoods with deed restrictions, as an alternative solution to Houston’s lack of zoning.

4. To promote community collaboration to accomplish group-determined goals.

“Teamwork makes the dream work”

Workshop Rules

- 1) Please keep yourself muted if you are not speaking.
- 2) Please do not interrupt the presenters. At the end of each presentation, there will be time for questions. Feel free to put your question in the chat!
- 3) If you're calling-in, press STAR 6 [* 6] to mute or un-mute yourself.
- 4) To adjust your view, look for a "View" Icon in the top right corner, and select the view that works best for you.
- 5) To adjust your screen, look for the icon below and click on the drop down menu to pick the best option.
- 6) If you are calling-in and are unable to access the chat feature on Zoom, please feel free to text questions to (512)-545-5054.

SESSION 1

6:25 - 6:35PM

Asset Mapping: *What's in your community?*

PJ JONES, President of Glenwood Forest Community Civic Club



Why is it important to know what's in your community?

- Work together to achieve common goals.
- Help educate community members.
- Create transparency and lay the foundation to build consensus.

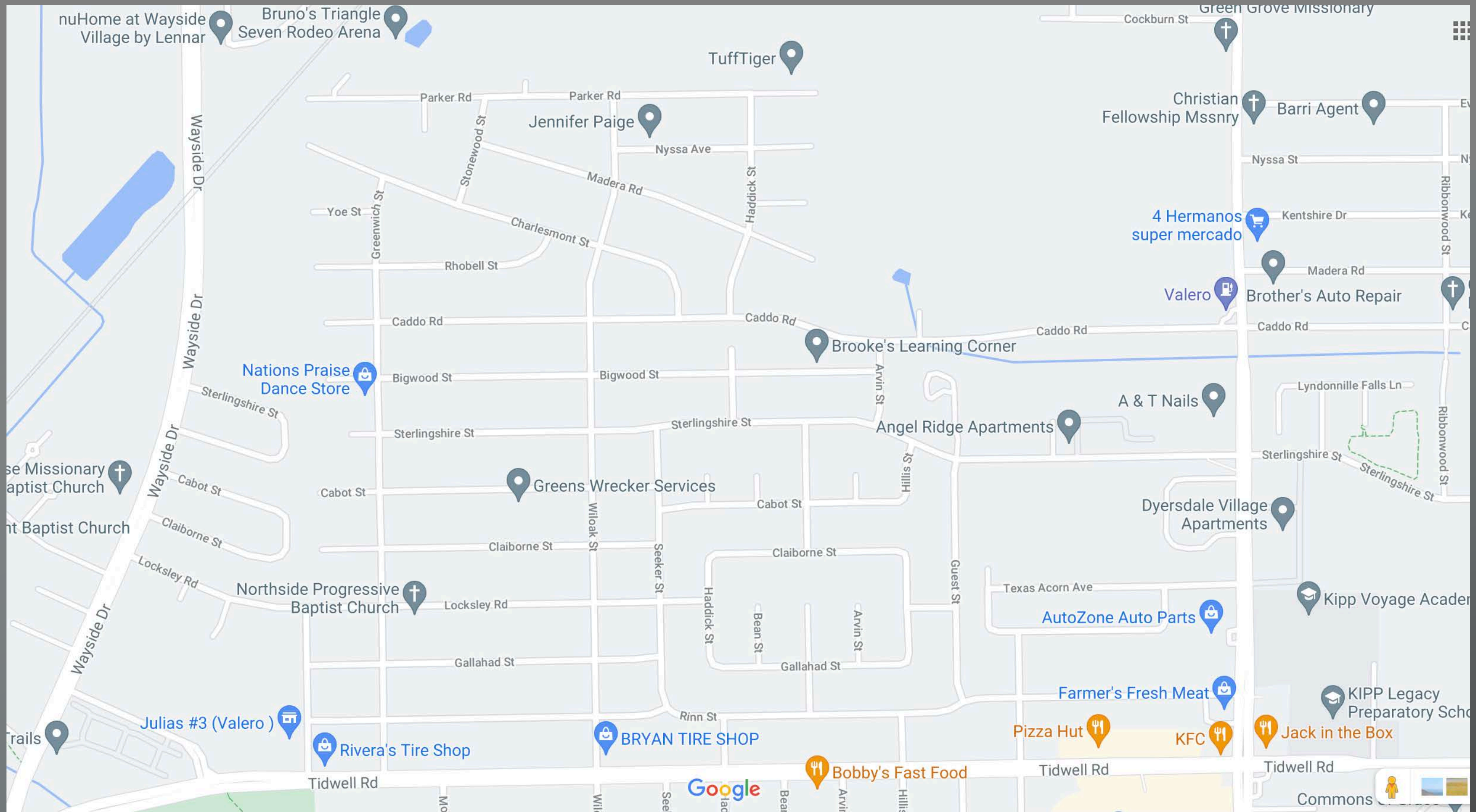
Asset mapping is one way to find out what's in your community

What does Asset Mapping mean to you?

ASSET MAPPING:

The goal of asset mapping is to document a community's existing resources and incorporating these strengths into community development work. The process of asset mapping can include identifying the institutions, individuals, and citizen associations, that exist within communities and serve as positive resources.

BUSINESSES NEAR GLENWOOD FOREST SUBDIVISION



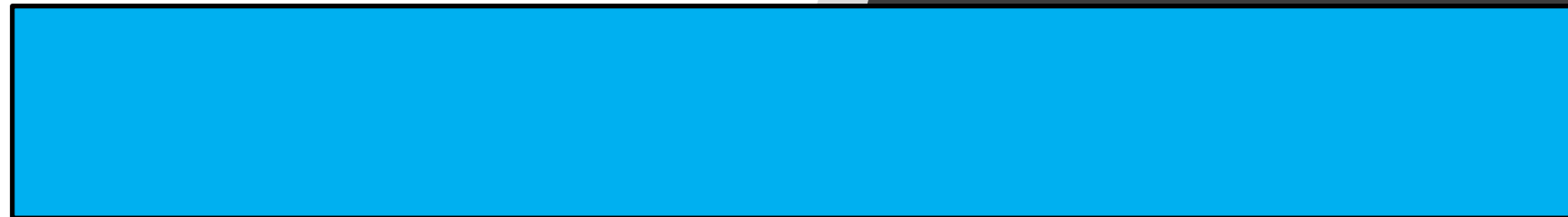
GLENWOOD FOREST SUBDIVISION SECTIONS



TAKING THE TEMPERATURE OF YOUR COMMUNITY



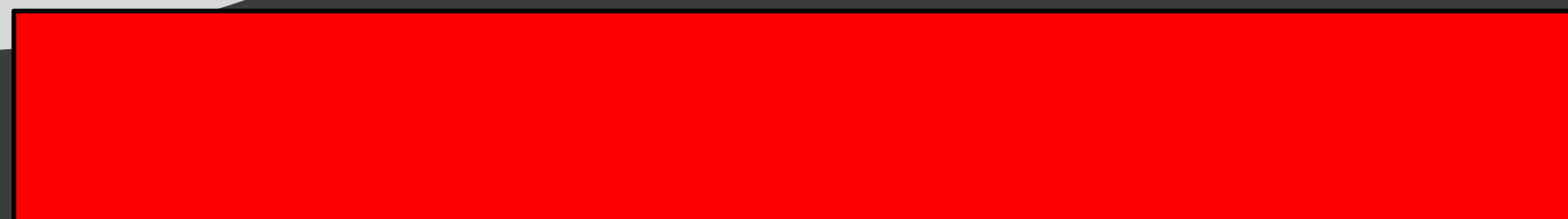
GREEN



BLUE



YELLOW



RED

TAKING THE TEMPERATURE OF YOUR COMMUNITY

GREEN:

Residents that are ALL FOR deed restrictions.

Residents with a full understanding of deed restrictions. Residents that know the difference between deed restrictions and an HOA. These residents are typically residents that have been living in the community 20+ years, have made a great investment in the community, want the community to grow, and want to leave a legacy.

TAKING THE TEMPERATURE OF YOUR COMMUNITY

BLUE:

Residents that are MOSTLY FOR deed restrictions.

Residents with some knowledge or understanding of deed restrictions, but still have questions and concerns.

TAKING THE TEMPERATURE OF YOUR COMMUNITY

YELLOW:

Residents that are NEUTRAL about deed restrictions.

Residents that are typically not engaged or involved with community affairs such as civic clubs meetings, events.

Only knowledge about deed restrictions that they have is what they hear through the grapevine (gossip). They straddle the fence and can be swayed in either direction; they are followers by season.

EX: Houston Texans.

TAKING THE TEMPERATURE OF YOUR COMMUNITY

RED:

Residents that are OPPOSED TO deed restrictions.

Residents who do not agree with deed restrictions, usually due to misinformation or negative association with restrictions. Residents who simply don't care or don't wish to be involved—they think that if they say nothing, then things will disappear. Also includes residents that think they will be negatively affected by deed restrictions. EX: Business Owners.



Image does not depict an actual representation of community

Now that you have a color coded map of your area, you can review and plan out your strategy accordingly.

The goal is to move every color up until the map reflects mostly green and blue

Helpful tip:

If at any time you feel discouraged, defeated, and or just need help—reach out to your green residents. They are your biggest allies and can help remind you why you started the initiative.

SESSION 2

6:35 - 6:45PM

Talking to Neighbors: *Building Consensus*

PJ Jones, President of Glenwood Forest Community Civic Club



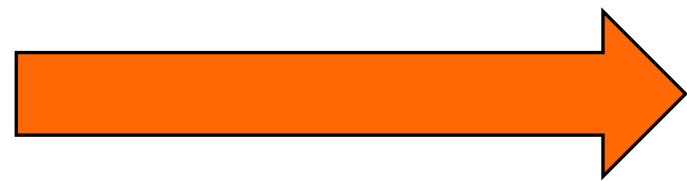
Why is it important to talk to your neighbors?

- Deed restrictions will only be successful with community support.
- To ensure the community has correct information.
- To dispel rumors and gossip.
- To be transparent with your community.
- To avoid excluding community members.
- To build community consensus.



The ultimate goal is to get your neighbors on board with your deed restrictions initiative

Ways to Talk to Neighbors



Face-to-Face
Conversations



Social Media Posts



Surveys



Mail Outs

Face-to-Face Conversations



- Block-Walking
- Door Knocking
- At Local Community Establishments
(Grocery store, churches, schools, etc.)
 - Community Meetings
(Ex: Civic Club, Super Neighborhood, etc.)
 - 1-2 Questions

Social Media Posts

Platforms you can use:

- Facebook
- Instagram
- Twitter
- Next Door

Content for Posts:

- Fliers with meeting information
- Educational resources
- Address Concerns
- Dispel rumors and myths
- Create virtual fillable forms

Always stay positive!



Surveys



Ways to Survey Your Community:

- Door-to-Door
- Mail Out
- Emails
- Use Virtual Fillable Forms like Google Forms

Tips when creating a Survey:

- Keep it simple
- Keep it on topic

Examples of Survey Questions



1. Do you want deed restrictions in your community? Yes or No
2. Would you be interested in attending a virtual presentation or conference call about the deed restriction process? Yes or No
3. Deed restrictions help to keep out the following nuisances. Do any of the following describe things you're currently worried about in your community? Please circle all that apply.
 - a. Industrial users
 - b. Dumping
 - c. Environmental hazards (air/water)
 - d. Truck traffic
 - e. Truck yards
 - f. Fencing (high or corrugated metal)
4. Are you opposed to single lots in your community being divided into multiple smaller lots? Yes or No
5. Are you opposed to your community having apartment complexes? Yes or No
6. Are you opposed to your community having duplexes, triplexes, or quadplexes? Yes or No
7. Do you prefer single-family residences or multi-family residences to make up the community? Single or Multi

Mail Outs

What to include:

- Surveys
- Meeting information
- Education materials about deed restrictions
- Fliers
- Notice documents



**Keep in mind this method of communication can become costly.

QUESTIONS & ANSWERS

6:45-6:55

5 MINUTE BREAK



SESSION 3

7:00 – 7:15PM

Why are Deed Restrictions Important?

Hilary Tyson, Shareholder, BoyarMiller

What are Deed Restrictions?

- Written Agreements
- Filed of Public Record
- Limit Use or Activities on Real Property in a Subdivision
- Real Covenants - Private Agreements between Owners of Real Property in a Subdivision that are enforceable against future Owners of Real Property (“runs with the land”)
- Anyone who buys land subject to deed restrictions is bound by those deed restrictions

Deed Restrictions Are Important

- No zoning in City of Houston
- Deed Restrictions preserve character of a subdivision, absent zoning
 - Density – size and location of buildings on land; Occupancy
 - Aesthetics – character and location of buildings on land
 - Uses – single family, multi-family, commercial, industrial, etc.
- Preservation and stabilization of real property values
- Prevent use of real property in a subdivision that may be harmful to residents (“noxious uses”)
- Prevent real estate speculation
 - Adverse impacts to property values
 - Sense of Community

SESSION 4

7:15 – 7:30PM

What Deed Restrictions can do & What Deed Restrictions can't do

Amy Dinn, Managing Attorney, Lone Star Legal Aid EJ Team





LONE STAR
LEGAL AID

Deed
Restrictions:

What can
they do?





LONE STAR
LEGAL AID

Deed
Restrictions:

What can't
they do?



Deed restrictions are written agreements that restrict, or limit, the use or activities that may take place on property in a subdivision.





COMMON PLAN OR SCHEME OF DEVELOPMENT

CAN: PAST AND FUTURE

PRESERVE

- “Look & Feel” of the Neighborhood
- Keep things the same

PROTECT

- Invasion of unwanted uses
- Encroachments of commercial / industrial uses

PROHIBIT

- Noxious activity
- Nuisances

CAN'T: PRESENT

EXISTING PROBLEM STRUCTURES

- “Grandfathered”
- Opt Out

COMPLIANCE

- Deed restrictions require agreement
- May not be able to get people to agree

SCOPE

- Fix things outside of the subdivision
- Fix things that aren't in the restrictions

"It's about
Property, not
about People"



IT'S ABOUT PROPERTY



WHAT?

House
Garage
Yard
Fence
Roof
Drive way
Side walk

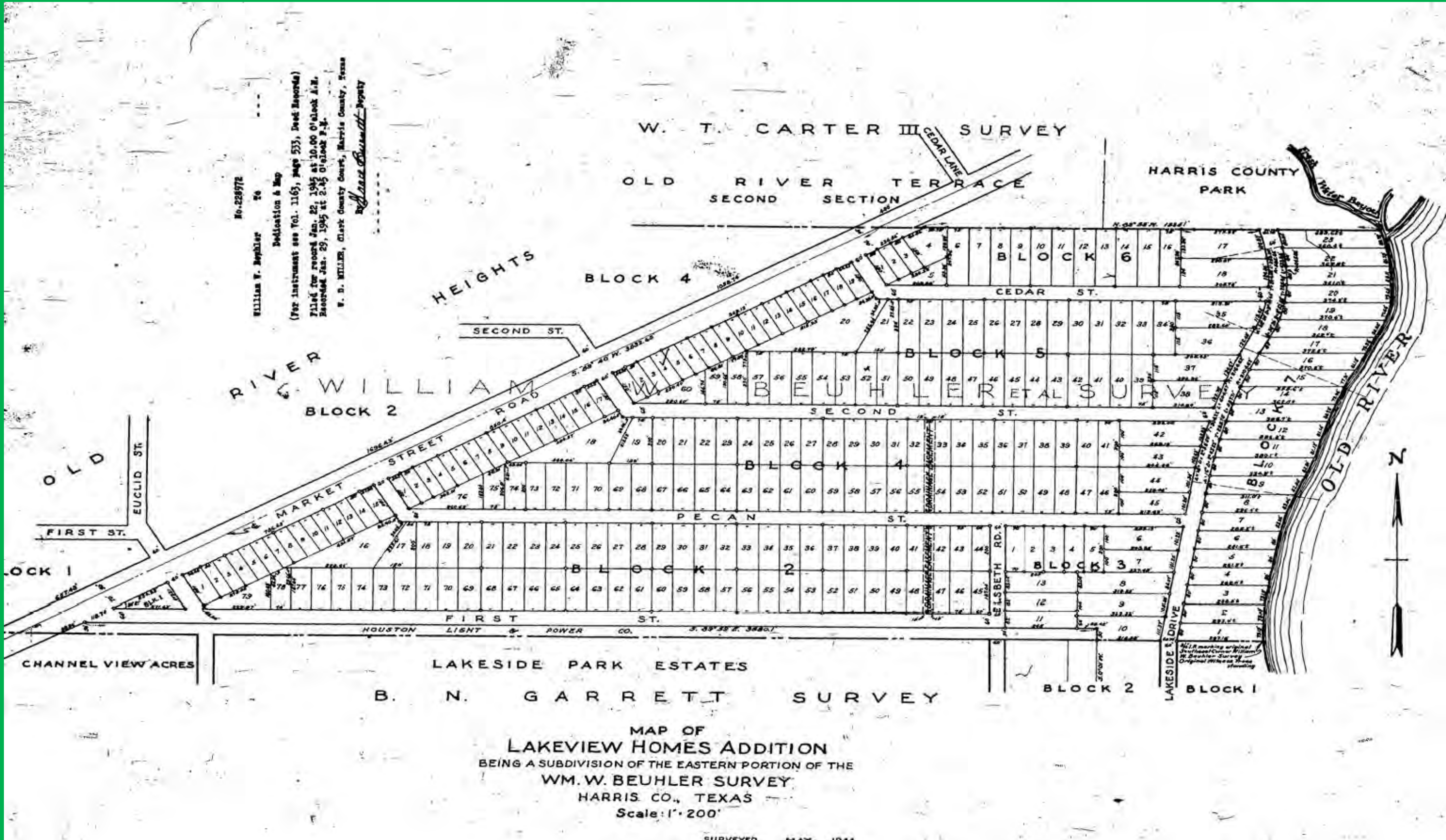
WHERE IS IT?

Sub division
Block
Lot
Placement
Orientation
Parking
Height

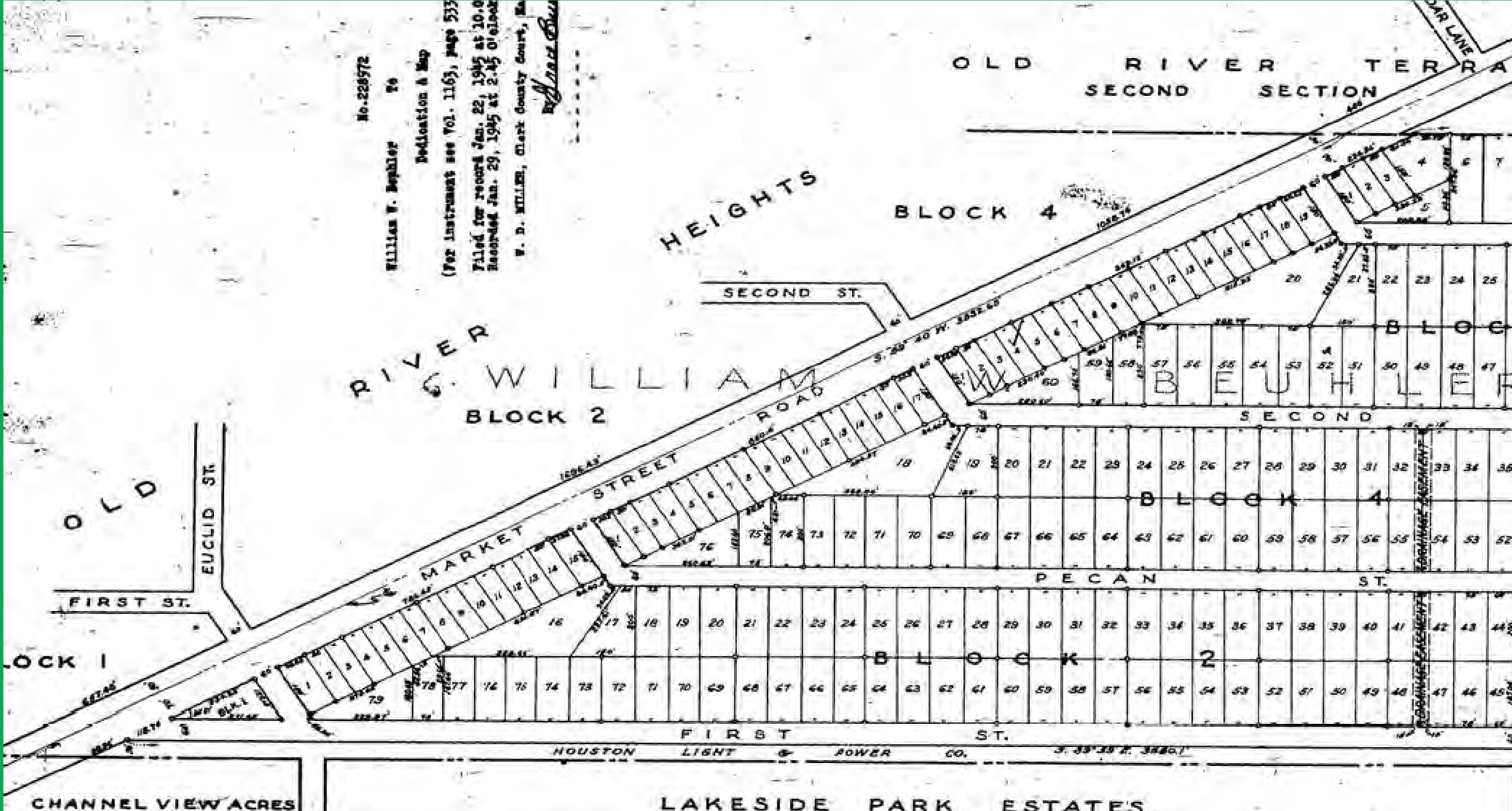
HOW IS IT USED?

Residential
Single Family
Multi Family
Business
Industrial
Nuisance

INSIDE THE SUBDIVISION ----- NOT ----- OUTSIDE THE SUBDIVISION



RESTRICTIONS MAY VARY BY LOT OR BLOCK



PARKING ---- NOT ---- SPEEDING



City of Houston

Sections 10-551
to 10-555

Restrictions mean limitations that:

- Affect the use to which real property may be put;
- Fix the distance that a structure must be set back from property lines, street lines, or lot lines;
- Affect the size of a lot or the size, type and number of structures that may be built on the lot;
- Regulate orientation of a structure; or
- Regulate certain fences requiring a building permit

"It's about
Property, not
about People"





Minimizing Conflict

Talk to your
neighbors in
advance

Focus on the
property, not
personality

General Guidance

01

Be Consistent

02

Follow your Restrictions

03

Focus on the Big Picture

SESSION 5

7:30-7:45

How to locate your subdivision

Samantha Salas, Lone Star Legal Aid, Paralegal

Kimberly Lee, East Houston Civic Club, Board Member



How Do I
Know If My
Property
Has Deed
Restrictions?



3 ways to find out if your property has restrictions

- 1) Look at the deed to your property, any and all restrictions will be laid out in your deed
- 2) Visit the County Clerk's office Real Property Department and request the restrictions, if any.
- 3) Search the County Clerk's Website Real Property Department Records to see if there are restrictions on your property.



1 Look at the deed to your property, any and all restrictions will be laid out in your deed.

Deed: a legal document that defines your property ownership or legal right to a property.

2 Visit the County Clerk's office Real Property Department and request the restrictions, if any.



3 Search the County Clerk's website for restrictions on your property.

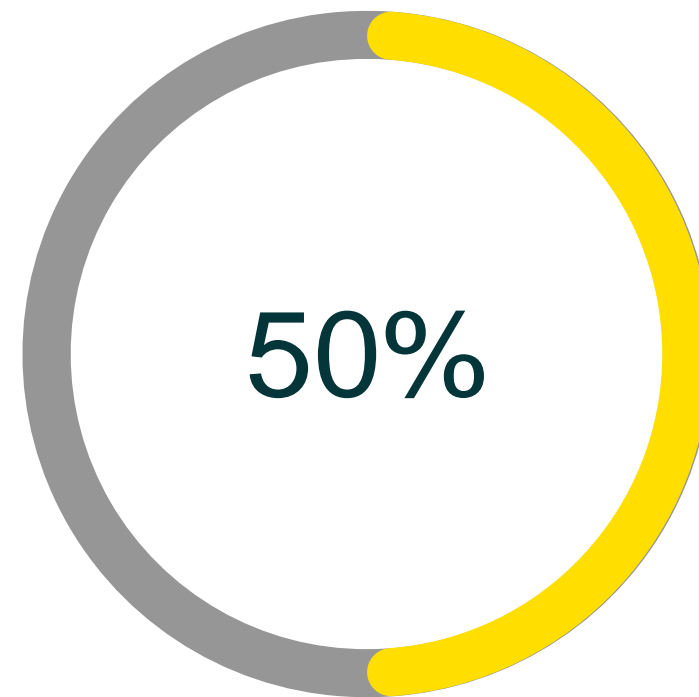
Important information you will need when searching the County Clerk's website:

1) Name of your Subdivision (as defined by your local county's appraisal district)

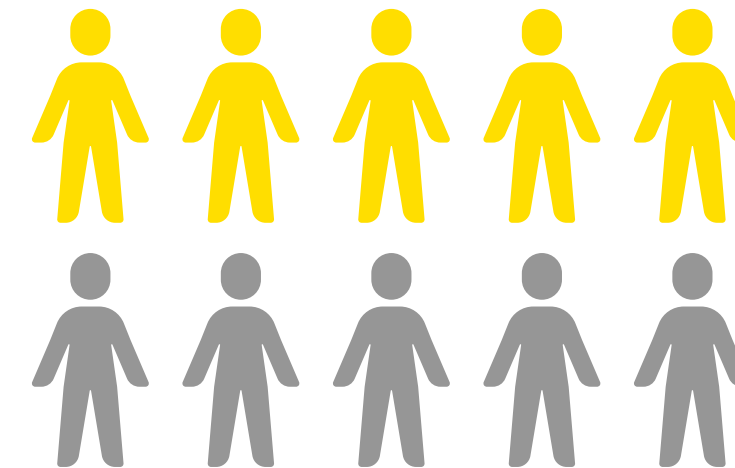
What Subdivision do I live in?

Often times property owners do not know the name of the correct subdivision they live in. A geographical area's description or larger neighborhood is often confused with the subdivision name.

Subdivision: the act of dividing land into pieces that are easier to sell or otherwise develop, usually via a plat.

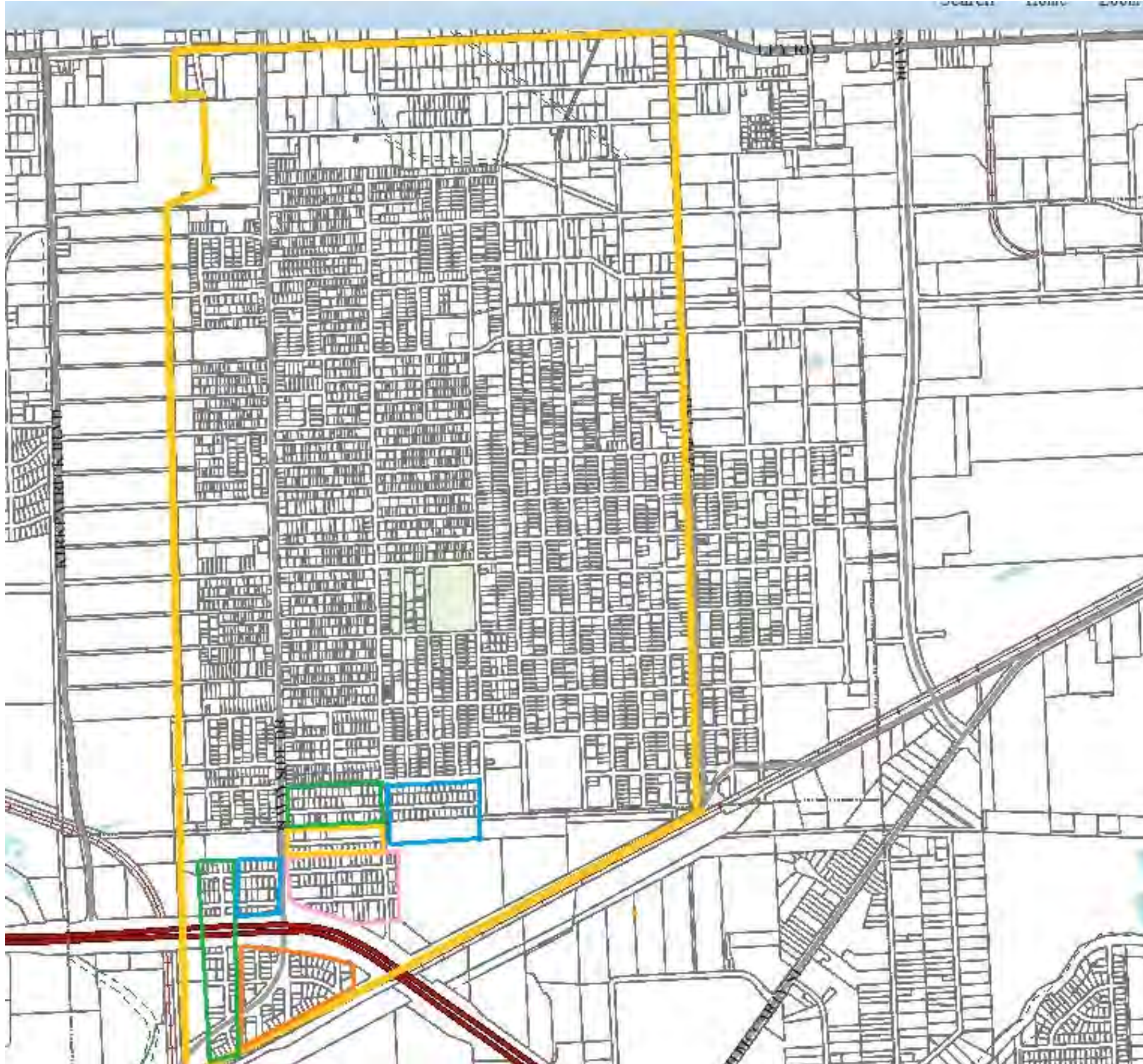


Roughly 50% of property owners we have dealt with do not know the correct name of the subdivision their property is in.



5 out of every 10 people we encounter does not know the correct name of the subdivision they live in.

Example 1: Settegast

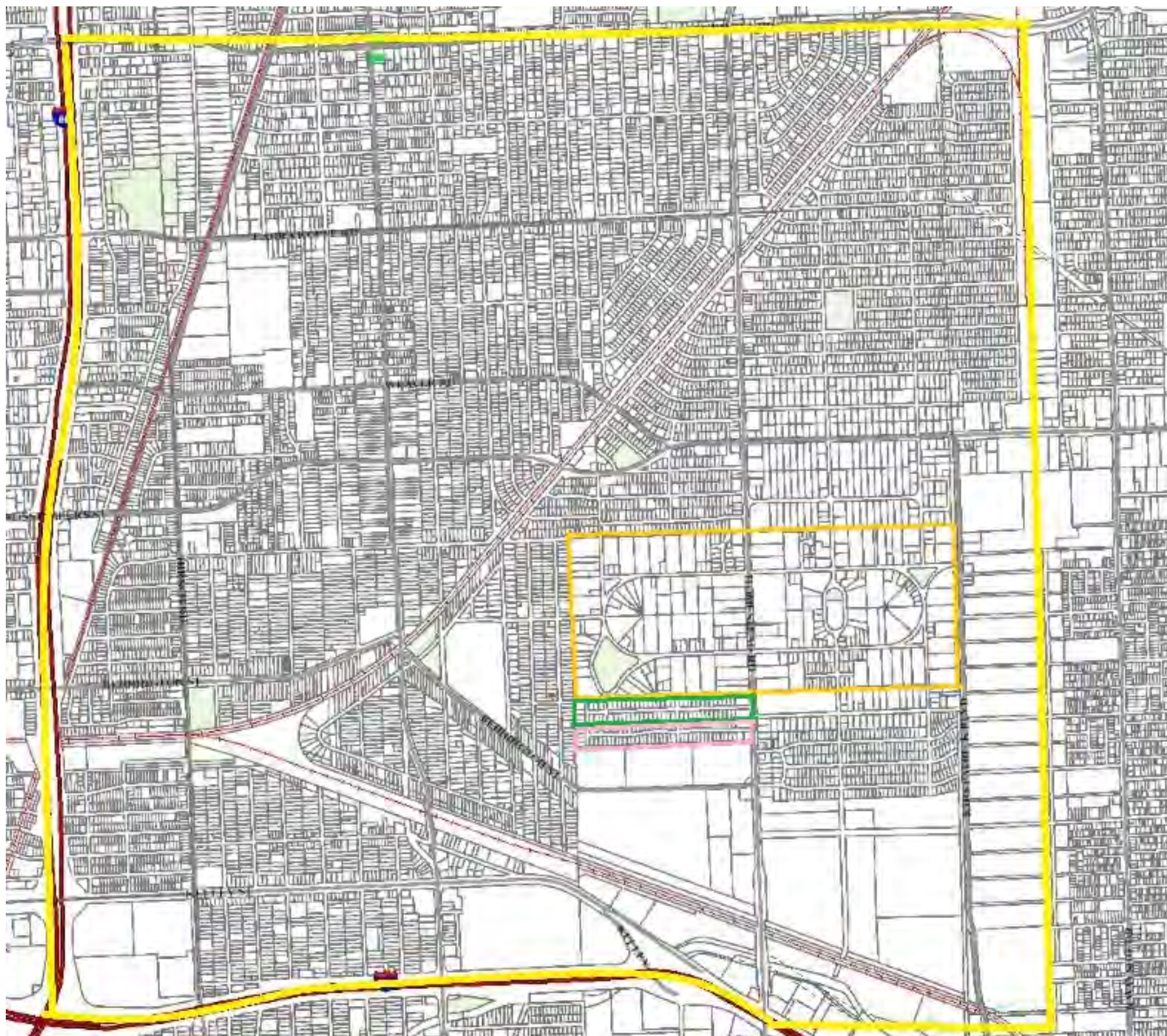


The picture on the left shows the Settegast community boundaries in yellow with just a few of the subdivisions outlined at the bottom.

The picture on the right is an enlarged version of reflecting the few subdivisions within the Settegast boundaries.

Subdivisions outlined in these photos are: Marcus Place 1 and 2, Garfield Place 1 and 2, Carver Terrace 1 and 2, etc

Example 2: Houston Gardens/Trinity Gardens



The picture on the left shows the HG/TG community boundaries in yellow with just a few of the subdivisions outlined in the middle.

The picture on the right is an enlarged version reflecting only a few subdivisions within the Houston Gardens/Trinity Gardens boundaries.

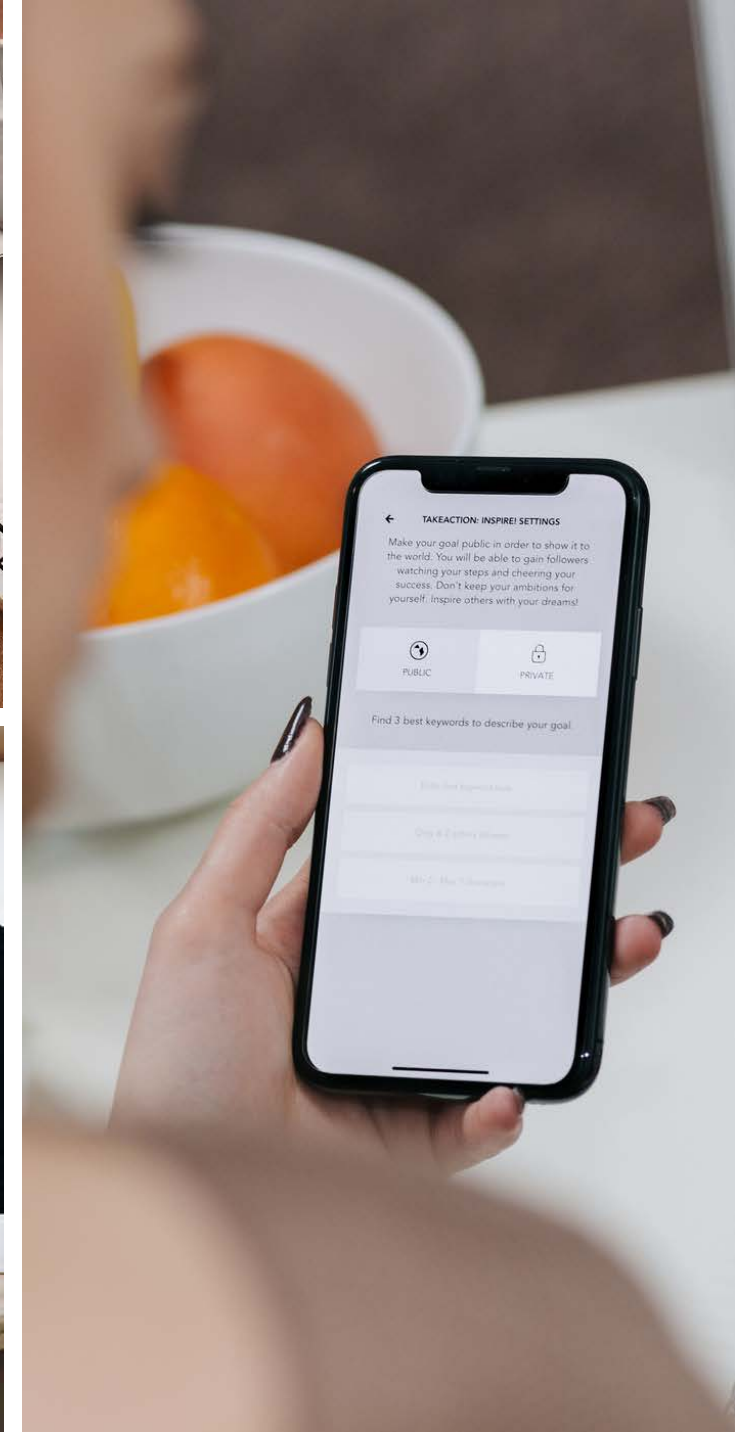
Subdivisions outlined in these photos are: Wesley Place 1 and 2, Houston Gardens.

How do I locate my subdivision?

Step 1: Visit the Harris County Appraisal District website on any web browser or mobile device: <https://hcad.org/>

Step 2: Select "Property Search" then "Quick Search" from the menu at the top of the page.

Step 3: You can search for your subdivision 3 ways = 1) Search by Account # ; 2) Search By Address ; 3) Search By Owner Name (Last name First Name)



Step 1: Visit <https://hcad.org/>

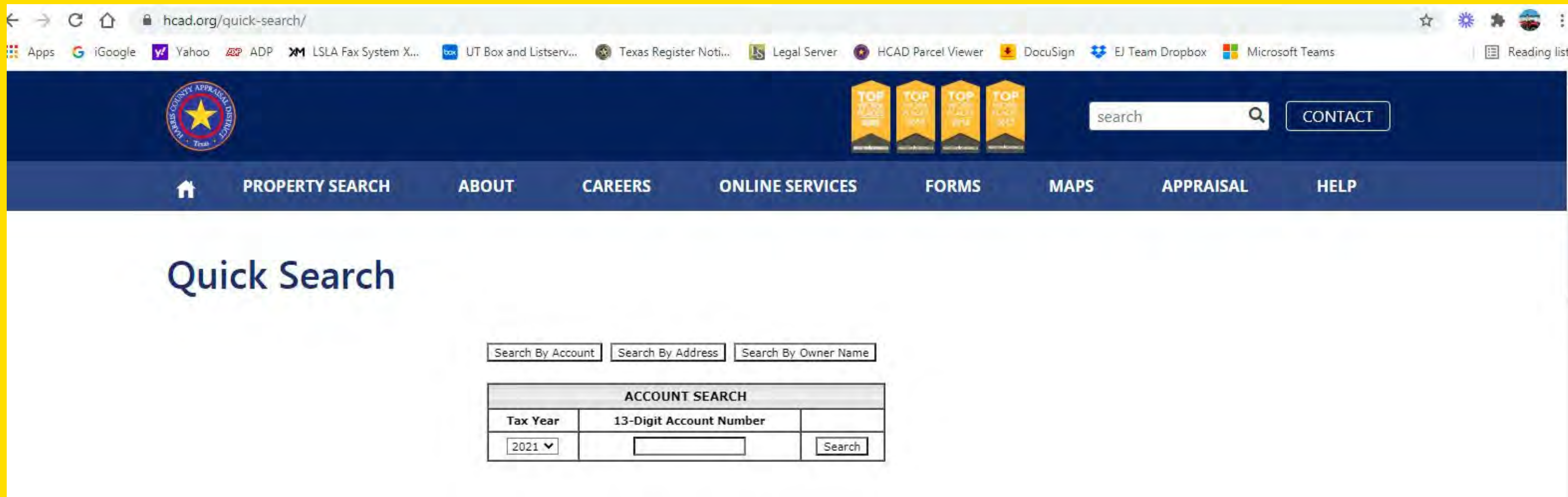


**Background picture for website is a slideshow so the background photo may vary on each device.

Step 2: Select "Property Search" then "Quick Search" from the menu at the top of the page.

The screenshot shows the Harris County Appraisal District website. The browser address bar displays 'hcad.org'. The top navigation bar includes a home icon, 'PROPERTY SEARCH', 'ABOUT', 'CAREERS', 'ONLINE SERVICES', 'FORMS', 'MAPS', 'APPRAISAL', and 'HELP'. The 'PROPERTY SEARCH' menu is expanded, showing options: 'QUICK SEARCH', 'REAL PROPERTY', 'REAL PROPERTY ADVANCED', 'BUSINESS PERSONAL & MINERAL', 'PERSONAL ADVANCED', and 'HOW TO SEARCH'. The main content area features a city skyline at night with the text 'County Appraisal District' and buttons for 'ARB Application' and 'Latest Updates'. The top right corner contains a search bar and a 'CONTACT' button. The top left corner features the Harris County Appraisal District logo. The top right corner also displays four 'TOP HOUSING PLACES' award banners for the years 2017, 2018, 2019, and 2020.

Step 3: Search for your subdivision



1) Search by Account

ACCOUNT SEARCH		
Tax Year	13-Digit Account Number	
2021 ▼	<input type="text"/>	<input type="button" value="Search"/>

When entering account numbers to search, do not use hyphens or spaces. Real Property account numbers have thirteen (13) digits; personal property account numbers have seven (7) digits.

2) Search by Address

ADDRESS SEARCH			
Tax Year	Street No.	Street Name	
2021 ▼	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Capitalization does not matter. For example, "main st" will return the same listing as "MAIN ST" and "Main St". You may have to spell out abbreviations. Example, "Ln" will need to be typed out as "Lane"; "St" will be "Street", and etc.

3) Search by Owner

OWNER NAME SEARCH		
Tax Year	Last Name and First Initial (no comma)	
2021 ▼	<input type="text"/>	<input type="button" value="Search"/>

Again, capitalization does not matter. For example, "doe john" will return the same listing as "DOE JOHN" and "Doe John".

How do I read the HCAD results once I've searched?

As you can see below the 13 digit Account # is at the top, Owner Name is on the left, and the Property Address is on the right.

YOUR SUBDIVISION NAME WILL BE FOUND IN THE LEGAL DESCRIPTION (usually on the 2nd line)

Tax Year: 2021

Account # → 1406150010005

Subdivision Name → LAKWOOD PINES SEC 10

Print E-mail

File A Protest Similar Owner Name Nearby Addresses Same Street Name Related Map 5865A

Ownership History

Owner and Property Information

Owner Name & Mailing Address: SALAS SAMANTHA
12618
HOUSTON TX

Legal Description: LT 5 BLK 1
LAKWOOD PINES SEC 10

Property Address: 12618
HOUSTON TX

State Class Code: A1 -- Real, Residential, Single-Family

Land Use Code: 1001 -- Residential Improved

Land Area	Total Living Area	Neighborhood	Neighborhood Group	Market Area	Map Facet	Key Map®
5,153 SF	2,794 SF	2437.01	18036	331 -- ISD 18 - Outside Airport Tiers, Atascocita Area	5865A	377P

Value Status Information

Value Status	Notice Date	Shared CAD
Noticed	04/02/2021	No

Exemptions and Jurisdictions

Exemption Type	Districts	Jurisdictions	Exemption Value	ARB Status	2020 Rate	2021 Rate	Online Tax Bill
Residential Homestead	018	HUMBLE ISD	25,000	Not Certified	1.384050		

Any way you choose to use the HCAD search engine will/should produce the same results.

For additional information and help using the HCAD website please visit:

<https://hcad.org/propertysearch/searchhelp/>

- Tips for searching
- I found the right account, but the wrong data is being displayed.
- I enter an address, but the property is not found (and I know I have the correct address).



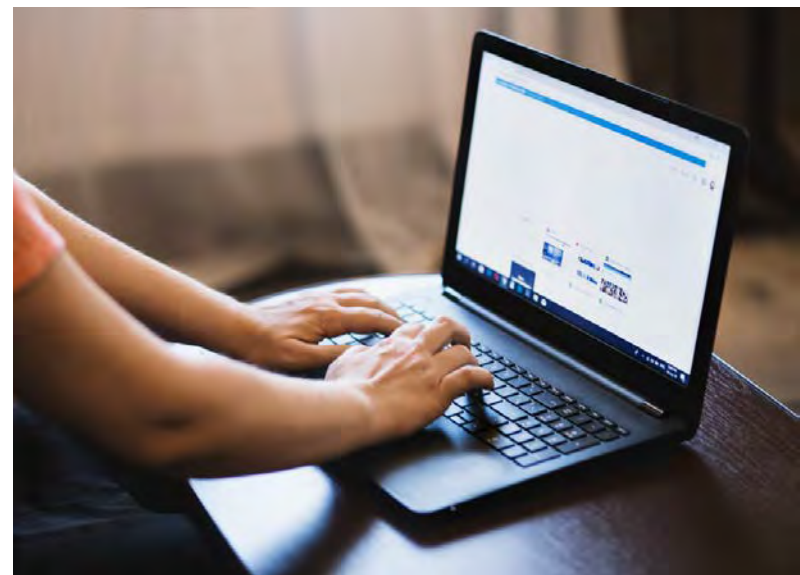
Now that you know your Subdivision name you can search the County Clerk's website for restrictions on your property, if any.



Step 1

Go to the County Clerk's Website:

<https://www.cclerk.hctx.net/>



Step 2

Select the Real Property option from the "Departments" tab



Step 3

Select the Search Records option (magnifying glass icon)

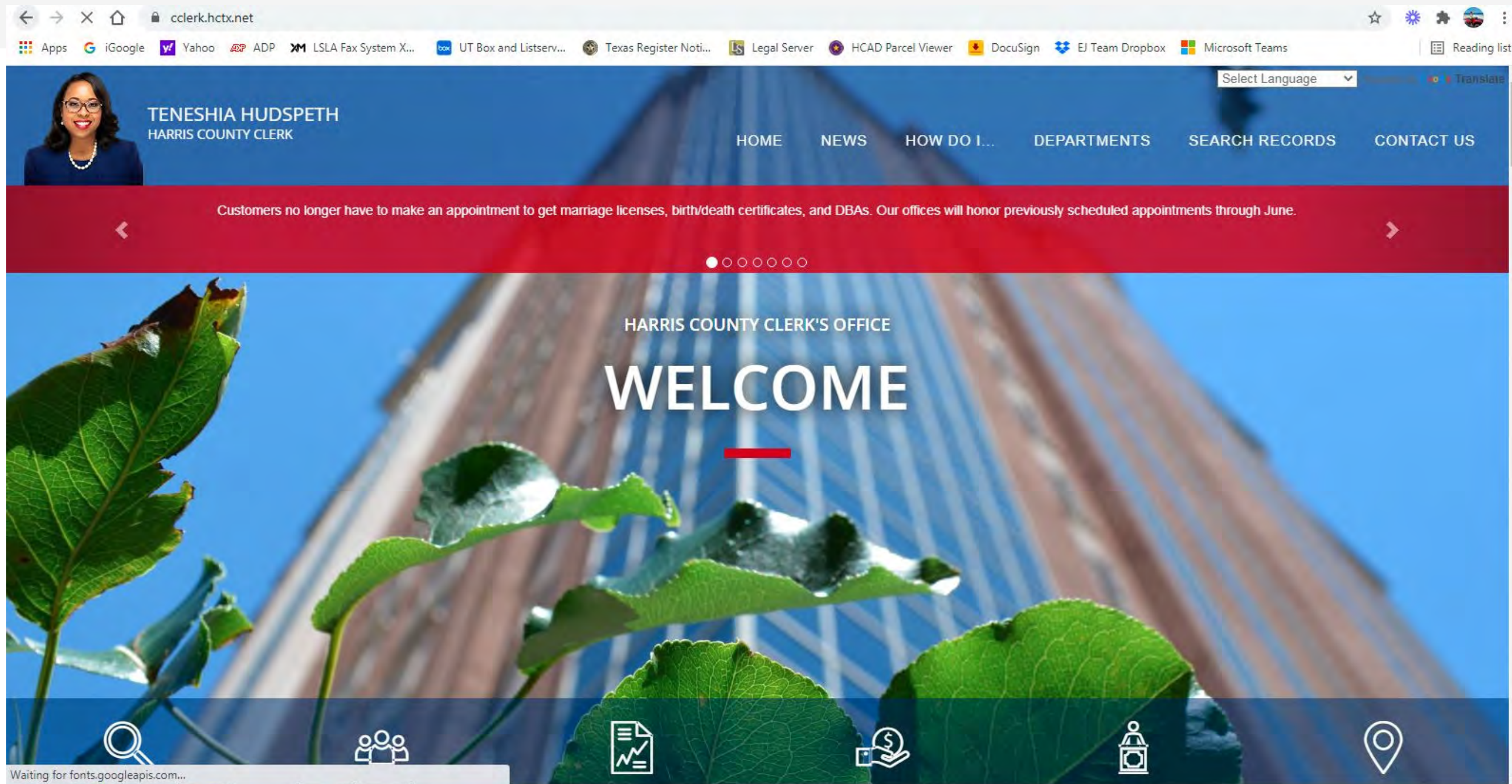


Step 4

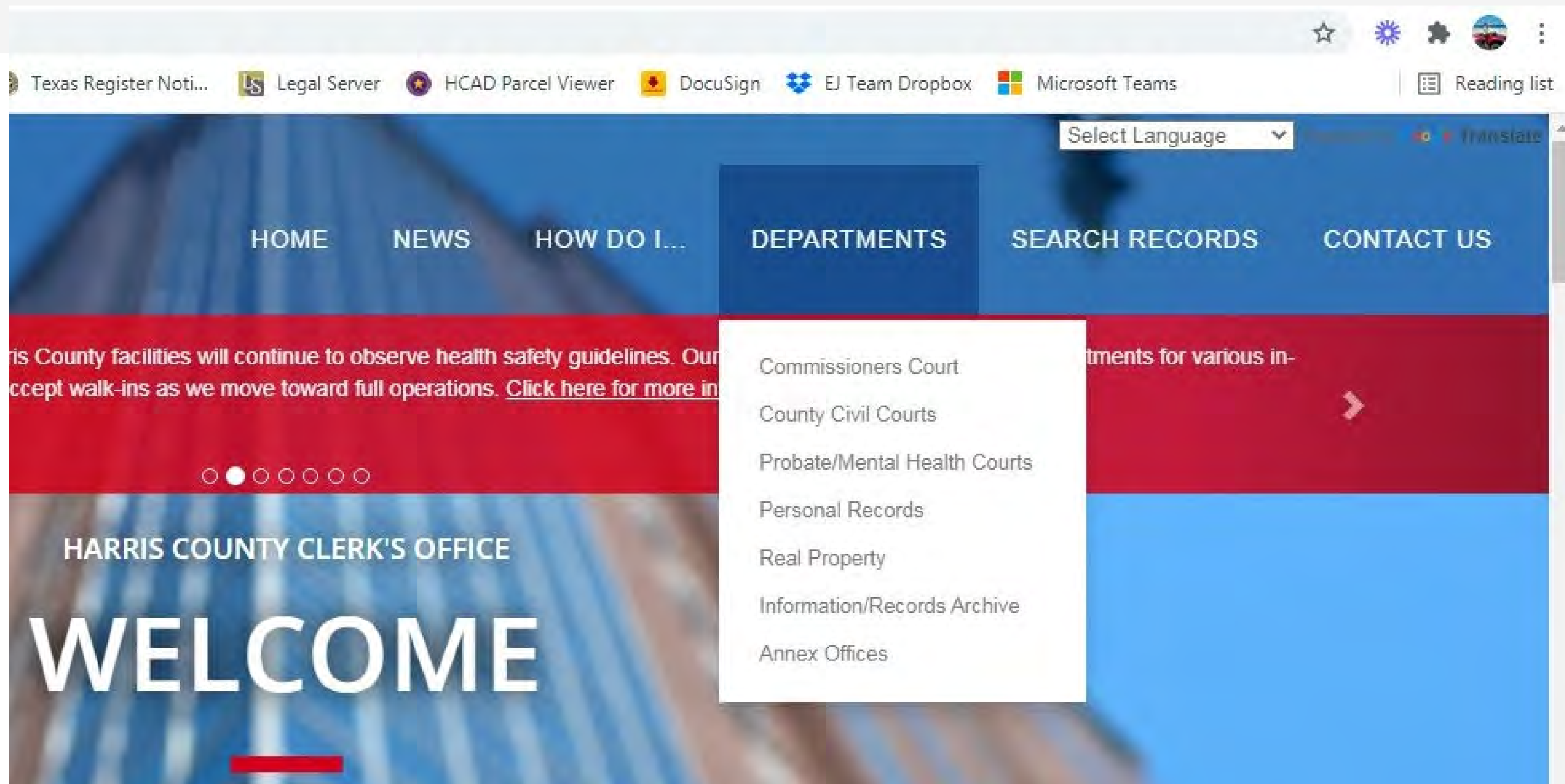
Enter your subdivisions name into the "Grantee" box.

Step 1: Go to the County Clerk's Website

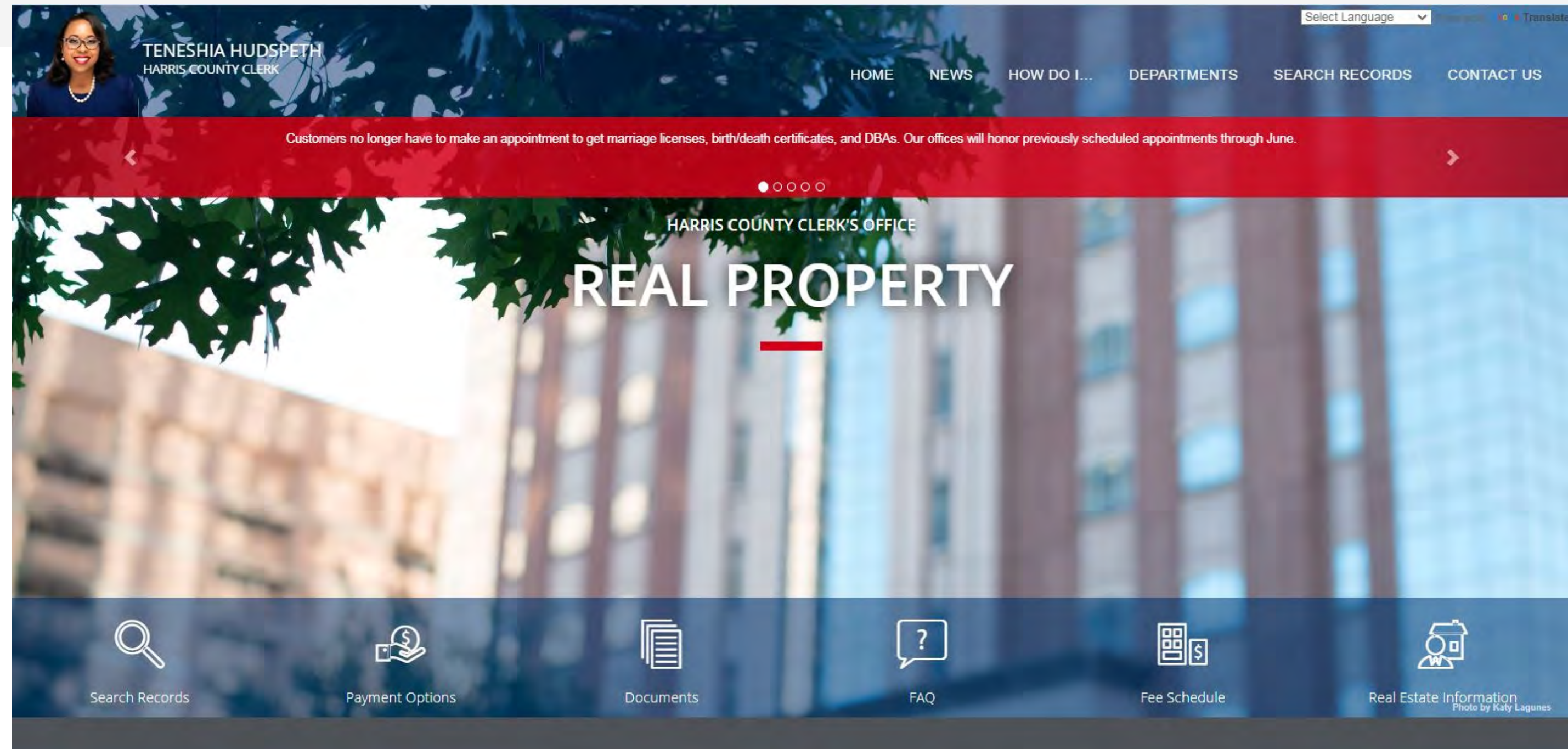
<https://www.cclerk.hctx.net/>



Step 2: Select the Real Property option from the "Departments" tab



Step 3: Select the Search Records option (magnifying glass icon)



Step 4: Enter your subdivisions name into the "Grantee" box.

The screenshot shows a web browser window with the URL `cclerk.hctx.net/applications/websearch/RP.aspx`. The browser's address bar and tabs are visible at the top. The website header includes a profile picture of Teneshia Hudspeth, Harris County Clerk, and navigation links: HOME, COURTS, PROPERTY RECORDS, PERSONAL RECORDS, and COMMISSIONERS COURT. A search form is located in the center of the page, titled "DOCUMENT SEARCH PORTAL" and "REAL PROPERTY". The form contains the following fields:

- File Number:
- Film Code:
- Date (From):
- Date (To):
- Grantor:
- Grantee:
- Trustee:
- Description:
- Instrument Type:
- Volume and Page:
- Section:
- Lot:
- Block:

At the bottom of the form are two buttons: "SEARCH" and "CLEAR". A small photo credit "Photo by Katy Lagunes" is visible in the bottom right corner of the page.

**Tip to narrow search results

- Under INSTRUMENT TYPE you may narrow the search results by entering the abbreviation RESTR, DEED, and/or AMEND.

- How do I know what INSTRUMENT TYPE abbreviation to use?

<https://www.cclerk.hctx.net/Applications/WebSearch/Codes.aspx?DTI=1>

The screenshot shows a search interface with the following fields and controls:

- File Number**: Text input field.
- Film Code**: Text input field.
- Date (From)**: Date input field with a calendar icon, placeholder text "MM/DD/YYYY".
- Date (To)**: Date input field with a calendar icon, placeholder text "MM/DD/YYYY".
- Grantor**: Text input field with placeholder text "Last Name First - No Punctuation" and a swap icon.
- Grantee**: Text input field with placeholder text "Enter Subdivision Name HERE".
- Trustee**: Text input field with placeholder text "Last Name First - No Punctuation".
- Description**: Text input field.
- Instrument Type**: Text input field.
- Volume and Page**: Text input field.
- Section**: Text input field.
- Lot**: Text input field.
- Block**: Text input field.
- SEARCH** and **CLEAR** buttons at the bottom left.

For additional information and help with the County Clerk's website please visit:

<https://www.cclerk.hctx.net/Information.aspx>

- Tips for searching
- FAQ's
- Fee Schedule (if applicable)
- Payment Options (if applicable)



QUESTIONS?



Samantha Salas
Paralegal

713-652-0077 ext. 1137
ssalas2@lonestarlegal.org



Kimberly Lee
Board Member

alee1937@yahoo.com



QUESTIONS & ANSWERS

7:45-7:55

Closing Survey



<https://forms.gle/fuVyg7xs2SJcyJ97>

CLOSING REMARKS